

East Shore District Health Department
688 East Main Street
Branford, CT 06405

Executive Board Meeting Minutes
Thursday June 8, 2017

Present: Lois Lehr, Doreen Zimmermann, Elaine Anderson, Chris Manna, Virginia Fallon, Angela Carrano, Michael Pascucilla

Absent: Dennis Nastri, Elias Najjar (Medical leave)

Meeting called to order at 5:31 by Lois Lehr.

- I. Public Comment - No members of the public present
- II. Approval of May 11, 2017 minutes – Chris Manna made a motion to accept the minutes as written, Virginia Fallon 2nd, all in favor.
- III. Correspondence – None presented.
- IV. Old Business

A. Grants

1. Branford Foundation – Submitted a grant application for \$10,000.00 for the PO Boat. This was not awarded. The application was resubmitted and ESDHD has been notified that they are being considered. The decision will be made on June 30, 2017.
2. Guilford Foundation – Submitted a request for \$10,000.00 for the PO Boat. ESDHD as been granted \$2,900.00.
3. New Haven Green Fund – Submitted a grant application for \$1,000.00. ESDHD met with them on June 7, 2017 to discuss the request. Within the next two weeks a decision should be made. They made a request of ESDHD. They are looking for Board members and asked if anyone could be recommended from the towns of East Haven or Hamden. There are a few ESDHD employees from both towns who could be potential candidates. They also have larger grants available on the environmental side. Up to \$50,000.00. This would be a one-time funding opportunity. Michael and the staff will meet to come up with a project and submit an application.
4. MCH Grant – Letter of Intent for \$60,000.00 has been submitted. This would go towards the next phase of the Maternal-Child Program with a focus on lactation and mothers.

- B. Credit Card – status - active. Accepting credit card payments over the phone and in person. Policies and procedures have been written for this activity. Currently only two employees are permitted to process credit card payments. The administrative assistant employee will be permitted as well upon hiring. When that position is filled and there are three employees taking payments, the online payment option will be implemented.

- C. ESDHD Sign – The sign is ready but placement is still being worked on. It might be necessary to get a variance.
- D. HR Policies – Still working with Joyce (who will be working with ESDHD until the \$10,000 budgeted is used up – approximately early Fall). Several policies and procedures have been completed and signed off on. Working on personnel policies. Have a 1st draft done.
- E. Staff Vacancies
 - 1. Administrative Assistant job has been posted.
 - 2. ARPN job has not been posted yet. It is only a 4hour position so ESDHD has been working with other districts to see if the position can be combined with other districts.
 - 3. Hector from the Maternal Child Health Program (Father's program) has given his notice. His position will be posted next week. His last day is June 20, 2017. Lois Lehr and the rest of the Board asked Michael to let him know how much they appreciated the job he had done.
- V. Internship Presentation - Kellyn Reece – East Carolina University. NEHA program. Public Health major, environmental health minor. Her internship was totally funded by the FDA (included money for housing). She worked with Alex, Bri, sanitarians (working on projects and going to inspections). Some of the projects she worked on were; public beach water sampling, preemptive beach closures, shoreline sanitary survey, recreational shellfish beds, PO Boat fundraiser – gathered educational and promotional materials, calculating the carbon footprint of the old boat and comparing to the new boat, worked with Barbara on Staying Alive Kids education program, attended accreditation meetings.
- VI. New Business
 - A. Tuition Reimbursement Request – Cindy Hernandez – Home visitor from the Maternal Child Health Program who has been an employee for two years has requested tuition reimbursement of \$6,914.26. She is a MPH student at Southern CT State University. Has been attending school full time and working full time. Has taken 8 classes, 6 are eligible for reimbursement and her grades are B or better. Angela Carrano made a motion to reimburse 75% of her request (\$5185.00), Darlene Zimmermann 2nd, all in favor.
 - B. ESDHD Proposed Cosmetology Ordinance Revisions – Status – Have had several meetings, focus groups, surveys. Moving forward. Hoping for a draft ordinance in September presented to the Board and then it will go to town hearings.
 - C. 2017 Solar-Electric Shoreline PO Boat Fundraiser –Need to raise \$50,000.00. Sept 21 (rain date Sept. 27). Golf tournament will be held at Pine Orchard Golf Course for 36-44 golfers. The day will include a Thimble Island cruise and a banquet. Cost for tickets is \$195. Branford Festival (June 16-18) will have information to supply. The PO Boat might be there but it will only be part of the time since it is a work day and the boat needs to be on the water. Fundraiser at Stony Creek Brewery is scheduled for July 21. Need to get sponsors for the events. The solar-electric pump out boat will be the first in the world. The attorneys for both parties are working on a contract and are trying to come up with warranties to satisfy both sides. Important for keeping our waters clean, protecting the shellfish beds, helping the environment.

- D. Health Care Insurance – ESDHD is part of the Town of Branford group. The expected policy increase was 7%. The actual increase was 26%. Will impact the budget \$40,000.00-50,000.00. There are no options for this year so will need to possibly cut some costs and also use reserve money. Currently, the district is paying 84% with the employee paying 16%. New hires pay 25%, district 75%. There are 5 employees taking the insurance. Most opt out and take the \$5,000.00. Need to make a decision for next year. Angela Carrano made a motion to increase the cost share by 2% which will go from 16% to 18%. Virginia Fallon 2nd, all approved.

VII. Director's Report

- A. PHAB Accreditation Status – Making progress, working on quality improvement plan, going through the domains.
- B. Community Dining Room (CDR), Branford is serving many individuals from out of town but the other towns are not assisting monetarily. Discussed possible ways to get info out so they can get help. CDR will do presentations to the different Town Councils to raise awareness of the issue.
- C. Angela Carrano was at a CT PH Nurses Association meeting where ESDHD was praised for the health education work they provide. She commended Michael.
- D. Hep C rates have increased due to the opioid crisis.
- E. Union Contract Negotiation – the attorney said they are close to an agreement.
- F. ESDHD PH Activity Reports – passed around to the Board members

VIII. Adjournment – Chris Manna made a motion to adjourn, Angela Carrano 2nd, all approved. Meeting adjourned at 7:27PM.

Respectfully Submitted,

Elizabeth Dock Early
Recording Secretary

Next meeting will be held on September 14, 2017 at 5:30 PM.